



**TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION
DIVISION OF SOLID WASTE MANAGEMENT**

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INSTRUCTIONS FOR TRANSFER FACILITY LOGS ONE AND TWO

Each transfer facility may maintain the Transfer Facility Logs required by Rule 1200-1-11-.04(1)(c)2 either in hard copy or in a computer file(s). A transfer facility may maintain the information in a different format provided all the information required on the logs is available in an organized and timely manner for inspection. All information maintained in a computer file(s) must be able to be printed in hard copy. Each transfer facility shall maintain the required Transfer Facility Logs or equivalent records. The Transfer Facility Logs or equivalent records shall be maintained for three years from the most recent entry. The transporter shall maintain copies of all manifests for three years from the date the first transporter signed for the receipt of materials. These may be maintained at a central location. Each individual transfer facility shall maintain onsite for three years the Transfer Facility Logs One and Two (or equivalent records) and copies of all manifests that are referenced on Transfer Facility Log Two.

Definitions

“Arrived” means to enter the property boundaries of the transfer facility.

“Combine” means to place wastes received in separate containers into a common container(s).

“Departed” means to exit the property boundaries of the transfer facility.

LOG ONE

Log One shall be filled out for all manifested shipments that arrive at the transfer facility and/or unloaded/loaded at a transfer facility.

Column 1 – List the Manifest Document Number from item 1 of the Uniform Hazardous Waste Manifest.

Column 2 – List the date the manifested shipment arrived at the transfer facility.

Column 3 - List the date the manifested shipment departed from the transfer facility.

Column 4 – List any and all reason(s) a container(s) listed on a manifested shipment was opened.

LOG TWO

Log Two must be completed in addition to Log One when the transfer facility combines separate wastes into a common container(s).

Column 1 – List all manifest document number(s) with item number(s) and letter(s) inside parentheses for all wastes that are combined into a single container in a single row entry in column 1.

Column 2 – Answer the question: “Do all combined wastes have the same DOT Proper Shipping Name, Hazard Code, and ID Number listed on the Manifest?” Check the appropriate box by row in regard to the wastes identified in column 1 that are combined into a single container.

Column 3 – As appropriate, list the new manifest document number and item number and letter from the new manifest prepared by the transfer facility for the waste combined in a single container identified by row in column 1. If waste only listed on the same manifest are combined with the same US DOT shipping description, then the transfer facility does not have to prepare a new manifest if corrections can be made in item 11 (or 28) with comments in box J (or S if applicable) (Additional Descriptions for Materials Listed Above) of the original manifest. If wastes are combined with different US DOT shipping description or are listed on different manifests, then the transfer facility must prepare a new manifest. The original manifests must accompany all new manifests. The transfer facility must use the transporter(s) listed on the original manifest unless permission is received from the generator to use a different transporter(s). The wastes must be delivered to the designated facility listed by the generator on the original manifest unless permission to deliver the waste to a different designated facility is received from the generator. Approval from generator to change the transporter(s) and/or the designated facility must be documented by the transfer facility.

The following are examples of completing the Transfer Facility Logs One and Two based on activities at a transfer facility. Also refer to the attached Transfer Facility Logs that have been completed for the activities below.

Activity 1: Ten containers listed on Manifest Document Number 00000 arrived at the transfer facility on 12/20/05 and departed on 12/28/05. No containers were opened at the transfer facility. Enter 00000 in column 1, 12/20/05 in column 2 and 12/28/05 in column 3 of Transfer Facility Log One. No entries are required on Transfer Facility Log Two under this scenario.

Activity 2: Twenty containers listed on Manifest Document Number 11111 arrived at the transfer facility on 01/04/06. Enter 11111 in column 1 and 01/04/06 in column 2 of Transfer Facility Log One.

Activity 3: Three containers of a waste listed on Manifest Document Number 11111 and on the same line in manifest item 11.a are combined into a single container. No other wastes are combined with the five containers into the single container. List only “(11111, 11.a)” in the first row of column 1 of Transfer Facility Log Two. All combined wastes have the same DOT Proper Shipping Name, Hazard Code, and ID Number listed on the Manifest so check “yes” in column 2 and leave column 3 blank on Transfer Facility Log Two. Refer to description for column 3 in Transfer Facility Log Two above for additional information regarding manifest.

Activity 4: Two containers of a waste listed on Manifest Document Number 11111 but on a different line in manifest item 11.b are combined with three containers listed on Manifest Document Number 11111 on another line in manifest item 11.c into a

single container. List only “(11111,11.b) “(11111,11.c)” in the third row of column 1 on Transfer Facility Log Two. All combined wastes do not have the same DOT Proper Shipping Name, Hazard Code, and ID Number listed on the Manifest so check “no” in column 2 on Transfer Facility Log Two. Complete a new manifest (Number 55555 and item 11.a for this example) and enter “55555, 11.a” in column 3 on Transfer Facility Log Two. Refer to description of column 3 in Transfer Facility Log Two on Page 2 for additional information regarding manifest.

Activity 5: Four containers listed on Manifest Document Number 22222 and on the same line in manifest item 11.a arrived at the transfer facility on 01/05/06. Enter 22222 in column 1 and 01/05/06 in column 2 of Transfer Facility Log One.

Activity 6: One container of a waste listed on the Manifest Document Number 11111 on the manifest continuation sheet and on a line in manifest item 28.c are combined with all four containers listed on Manifest Document Number 22222 and on the same line in manifest item 11.a into a single container. List only “(11111,28.c) (22222,11.a)” in column 1 on Transfer Facility Log Two. All combined wastes have the same DOT Proper Shipping Name, Hazard Code, and ID Number listed on the Manifests, so check “yes” in column 2 on Transfer Facility Log Two. List the combined wastes on new item 11.b on the new Manifest Number 55555 prepared for activity 4 above and enter “55555, 11.b” in column 3 on Transfer Facility Log Two. Refer to description of column 3 in Transfer Facility Log Two on Page 2 for additional information regarding manifest.

Activity 7: Four containers listed on Manifest Document Number 333333 and on the same line in manifest item 11.a. arrived at the transfer facility on 01/06/06. Enter 33333 in column 1 and 01/06/06 in column 2 of Transfer Facility Log One.

Activity 8: Five containers listed on Manifest Document Number 44444 and on the same line in manifest item 11.a. arrived at the transfer facility on 01/07/06. Enter 44444 in column 1 and 01/07/06 in column 2 of Transfer Facility Log One.

Activity 9: The containers listed on Manifest Document Numbers 11111 or 22222 and combined during Activities 3, 4, and 6 and the remaining fourteen unopened containers from Manifest Document Number 11111 depart the transfer facility on 01/14/06. Enter 01/14/06 in column 3 and combine in column 4 on the rows for both Manifest Document Numbers 11111 and 22222. Refer to description of column 3 in Transfer Facility Log Two on Page 2 for additional information regarding manifest.

Activity 10: Four containers of a waste listed on the Manifest Document Number 33333 on the same line in manifest item 11.a. are combined with all five containers listed on Manifest Document Number 44444 listed on the same line in manifest item 11.a into a single container. List only “(33333,11.a) (44444,11.a)” in column 1 on Transfer Facility Log Two. All combined wastes do not have the same DOT Proper Shipping Name, Hazard Code, and ID Number listed on the Manifests so check “no” in column 2 on Transfer Facility Log Two. Complete a new manifest (Number 77777 and item 11.a for this example) and enter “77777, 11.a” in column

3 on Transfer Facility Log Two. Refer to description of column 3 in Transfer Facility Log Two on Page 2 for additional information regarding manifest.

Activity 11: The containers listed on Manifest Document Numbers 33333 or 44444 and combined during Activity 10 depart the transfer facility on 01/16/06. Enter 01/16/06 in column 3 and combine in column 4 on the rows for both Manifest Document Numbers 33333 and 44444.

